

To provide an innovative array of services and supports with individuals with developmental disabilities that enhance their quality of life, promote community inclusion and acceptance and foster each individual's unique ability to grow, learn and contribute to community. Services that are innovative and uniquely responsive to the changing needs of the individual and family within the changing landscape of the service environment. Maintain a person-centered focus where individual choice and self-direction guide services; developing opportunities that promote learning, community participation and good citizenship; promote and maintain environments that are safe, integrated, healthy, foster a climate of teamwork, respect and accountability for all; ensuring diligent stewardship of local, state, federal and donor fiscal resources. Ardmore is Ohio Department of Developmental Disabilities certified as Supported Living, Individual Options (IO) and Level One Provider.

### **POSITION DESCRIPTION:**

In addition to all other responsibilities and performance indicators as identified in the Habilitation Specialist job description; this position exists to assist the Home Coordinator with the programmatic and operational functions relative to management of the assigned group home.

- Provides assistance with Operational Functions as assigned by the Home Coordinator.
- Provides assistance with Programmatic Functions as assigned by the Home Coordinator.
- Provides assistance with maintaining effective communication practices across network.
- All additional responsibilities and performance indicators of the QAHS are detailed in a position addendum, as well as the responsibilities and performance indicators of the Habilitation Specialist position (which remain in effect) will be completed within the regularly scheduled work week (as set forth in personnel procedure pp-4 conditions of employment – 'work schedules'). QAHS will not be permitted to incur overtime in order to complete the additional responsibilities.

### **ARDMORE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **ADD-ON**

#### **COLLIER ROAD QUALITY ASSURANCE HABILITATION SPECIALIST (QAHS) MUST BE COLLIER ROAD STAFF MEMBER**

**SITE DESCRIPTION:** The Collier Road Home is a Supported Living home serving three (3) adult males and one (1) adult female.

**RATE OF PAY:** Augmented compensation includes: **\$1.00** increase to hourly rate of pay and pager stipend **\$10.00** per day for carrying the pager and a **\$50.00** stipend for carrying the pager on a holiday.

**HOURS OF THE POSITION ARE: AS SCHEDULED**

**REQUIREMENTS:** High School diploma or equivalency i.e., GED Ohio Driver's License, car, insurance and good driving record (no more than 4 points). Preferred: experience with DD population; BA or related course work desired

**POSITION AVAILABLE: IMMEDIATELY**

**CONTACT PERSON:** HUMAN RESOURCE MANAGER/ HUMAN RESOURCE GENERALIST

**POSTED: January 15, 2016**

To provide an innovative array of services and supports with individuals with developmental disabilities that enhance their quality of life, promote community inclusion and acceptance and foster each individual's unique ability to grow, learn and contribute to community. Services that are innovative and uniquely responsive to the changing needs of the individual and family within the changing landscape of the service environment. Maintain a person-centered focus where individual choice and self-direction guide services; developing opportunities that promote learning, community participation and good citizenship; promote and maintain environments that are safe, integrated, healthy, foster a climate of teamwork, respect and accountability for all; ensuring diligent stewardship of local, state, federal and donor fiscal resources. Ardmore is Ohio Department of Developmental Disabilities certified as Supported Living, Individual Options (IO) and Level One Provider.

**POSITION DESCRIPTION:**

In addition to all other responsibilities and performance indicators as identified in the Direct Support Professional job description; this position exists to assist the Home Coordinator with the programmatic and operational functions relative to management of the assigned group home.

- Provides assistance with Operational Functions as assigned by the Home Coordinator.
- Provides assistance with Programmatic Functions as assigned by the Home Coordinator.
- Provides assistance with maintaining effective communication practices across network.
- All additional responsibilities and performance indicators of the QAHS are detailed in a position addendum, as well as the responsibilities and performance indicators of the Direct Support Professional position (which remain in effect) will be completed within the regularly scheduled work week (as set forth in personnel procedure pp-4 conditions of employment – 'work schedules'). QAHS will not be permitted to incur overtime in order to complete the additional responsibilities.

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**ADD-ON**

**MAPLEPARK QUALITY ASSURANCE SUPPORT PROFESSIONAL (QADSP)  
MUST BE MAPLEPARK STAFF MEMBER**

**SITE DESCRIPTION:** The Maplepark facility is an Ohio Department Developmental Disabilities certified Supported Living home operated by Ardmore, Inc. There are four (4) adult females in this home with ID.

**RATE OF PAY:** Augmented compensation includes: **\$1.00** increase to hourly rate of pay and pager stipend **\$10.00** per day for carrying the pager and a **\$50.00** stipend for carrying the pager on a holiday.

**HOURS OF THE POSITION ARE: AS SCHEDULED**

**REQUIREMENTS:** High School diploma or equivalency i.e., GED Ohio Driver's License, car, insurance and good driving record (no more than 4 points). Preferred: experience with DD population; BA or related course work desired

**POSITION AVAILABLE: IMMEDIATELY**

**CONTACT PERSON:** HUMAN RESOURCE MANAGER/ HUMAN RESOURCE GENERALIST

**POSTED: January 3, 2018**

To provide an innovative array of services and supports with individuals with developmental disabilities that enhance their quality of life, promote community inclusion and acceptance and foster each individual's unique ability to grow, learn and contribute to community. Services that are innovative and uniquely responsive to the changing needs of the individual and family within the changing landscape of the service environment. Maintain a person-centered focus where individual choice and self-direction guide services; developing opportunities that promote learning, community participation and good citizenship; promote and maintain environments that are safe, integrated, healthy, foster a climate of teamwork, respect and accountability for all; ensuring diligent stewardship of local, state, federal and donor fiscal resources. Ardmore is Ohio Department of Developmental Disabilities certified as Supported Living, Individual Options (IO) and Level One Provider.

**POSITION DESCRIPTION:**

In addition to all other responsibilities and performance indicators as identified in the Habilitation Specialist job description; this position exists to assist the Home Coordinator with the programmatic and operational functions relative to management of the assigned group home.

- Provides assistance with Operational Functions as assigned by the Home Coordinator.
- Provides assistance with Programmatic Functions as assigned by the Home Coordinator.
- Provides assistance with maintaining effective communication practices across network.
- All additional responsibilities and performance indicators of the QAHS are detailed in a position addendum, as well as the responsibilities and performance indicators of the Habilitation Specialist position (which remain in effect) will be completed within the regularly scheduled work week (as set forth in personnel procedure pp-4 conditions of employment – 'work schedules'). QAHS will not be permitted to incur overtime in order to complete the additional responsibilities.

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**ADD-ON  
NOB HILL QUALITY ASSURANCE HABILITATION SPECIALIST (QAHS)  
MUST BE NOB HILL STAFF MEMBER**

**SITE DESCRIPTION:** The Nob Hill Home is a certified Supported Living Home operated by Ardmore, Inc. serving senior citizens with developmental disabilities.

**RATE OF PAY:** Augmented compensation includes: **\$1.00** increase to hourly rate of pay and pager stipend **\$10.00** per day for carrying the pager and a **\$50.00** stipend for carrying the pager on a holiday.

**HOURS OF THE POSITION ARE: AS SCHEDULED**

**REQUIREMENTS:** High School diploma or equivalency i.e., GED Ohio Driver's License, car, insurance and good driving record (no more than 4 points). Preferred: experience with DD population; BA or related course work desired

**POSITION AVAILABLE: June 12, 2017**

**CONTACT PERSON:** HUMAN RESOURCE MANAGER/ HUMAN RESOURCE GENERALIST

**POSTED: June 5, 2017**